

<Date>



Ms. Elizabeth Brinly  
Director of Kentucky Workforce Development  
500 Mero St  
Frankfort, KY Zip Code

Dear Ms. Brinly,

The <name> LWIB is pleased to present to you the official certification of the *Name* Career Center. We are committed to ensure that all of our Career Centers and affiliate sites are customer-centric focused and provide seamless, unified services for all job seekers and employers. Thank you for providing us this opportunity to demonstrate that the <name> Career Center (or Affiliate Site) is providing high quality, effective workforce development services.

Sincerely,

Executive Director of <Name> LWIB

Chair of the <Name> LWIB